



EMPLOYMENT OPPORTUNITY

1. RPA #	013 -CCFC
ANALYST'S INITIALS	KR
DATE	1/5/06

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Graduate Student Assistant Student Assistant	POSITION NUMBER 319-001-4872-901 319-001-4870-901	TENURE TEMPORARY (TAU) -	TIME BASE Intermittent-	CBID E
OFFICE OF First 5 CA Children & Families Comm	LOCATION OF POSITION (CITY or COUNTY) Sacramento		MONTHLY SALARY Grad Student \$1681 TO \$2545 Student \$1362 to \$1814	
SEND APPLICATION TO: First 5 California Program Management Division 501 J Street, Suite 530 Sacramento, CA 95814 Attn: Gwen Atkins	REPORTING LOCATION OF POSITION 501 J Street, Suite 530, Sacramento, CA			
	SHIFT AND WORKING HOURS DAYS - 8am to 5pm			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 323-2524	PUBLIC PHONE NUMBER () -		
	SUPERVISED BY AND CLASS TITLE Emily Nahat, Deputy Director, Program Management		FILE BY 1/31/06	

Registration as a graduate student or student in a college or university is required.

ESSENTIAL FUNCTIONS

Assist in performing fiscal analytical support for the Program Management Division in the areas related to school readiness, early care and education, health and social services, preschool, family education, and special needs, Specific duties include, but are not limited to the following:

- Assist in analyzing fiscal reports.
- Monitor contract expenditures and compliance.
- Summarize budgets and create reports and make recommendations to management regarding fiscal findings.
- Review budgets for accuracy and appropriateness.
- Develop relevant information and reports through analysis performed manually or by using various database and electronic spreadsheet software packages.
- Prepare work papers to document work performed and provide the basis for findings and recommendations.
- Create allocation formulas for funding or resources to counties.
- Maintain/perform data input duties for databases.
- Review and process invoices.
- Process amendments and budget revisions.

Provide support in other Program Management Division activities, including but not limited to:

- Preparing training materials.
- Producing selected documents for the agency's website.
- Writing guidance materials on fiscal accountability.

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<ul style="list-style-type: none"> • Create allocation formulas for funding or resources to counties. • Maintain/perform data input duties for databases. • Review and process invoices. • Process amendments and budget revisions. <p>Provide support in other Program Management Division activities, including but not limited to:</p> <ul style="list-style-type: none"> • Preparing training materials. • Producing selected documents for the agency's website. • Writing guidance materials on fiscal accountability. <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to reason logically. • Ability to write effectively. • Ability to analyze situations accurately. • Ability to communicate and work effectively with all levels of the organization. • Available to work at least 15 hours per week. • Formal training in accounting and database and spreadsheet tools. <p>KNOWLEDGE OF Windows-based Microsoft Word, Excel, and Access.</p>			